

The School Turnaround AmeriCorps FY13 Review spans 12 business days, beginning with downloading the applications you will review, through checking-out after the completion of review activities. The table below specifies the timeline and key milestones (**in bold**) for Review Participants. The processes for the review will overlap. Use this table to consider *both* the Reviewers and Panel Coordinator (PC) tasks in the panel’s schedule.

Date	Task	Role
Mon 4/29/2013	<ul style="list-style-type: none"><li>Download Conflict of Interest (COI) Agreement and Participation Agreement from Reviewer Resource Webpage</li><li>Receive Panel Assignment email</li><li>Download applications from eGrants</li><li>Look over each application for Conflicts of Interest (COI)</li><li>Complete Panel Introduction Call</li></ul>	PC and Reviewers
Tues 4/30	<ul style="list-style-type: none"><li>Submit COI Agreement and Participation Agreement</li><li>Read <b>first group</b> of applications (Applications 1-3)</li><li>Begin review (assessment) of <b>first group</b> of applications</li></ul>	PC and Reviewers Reviewers
Wed 5/1	<ul style="list-style-type: none"><li>Complete review of <b>first group</b> of applications and send draft IRFs (via email) to PC</li><li>Prepare for panel discussion on <b>first group</b> of applications</li></ul> <b>PC Check-In Call #1 (1:00p.m. Eastern)</b>	Reviewers PC and Reviewers PC and CNCS Staff
Thurs 5/2	<ul style="list-style-type: none"><li>Participate in panel discussion of <b>first group</b> of applications</li><li>Return to IRFs, revise to reflect changes in assessment after discussion</li><li>Review IRFs and provide feedback on CNCS standards for IRFs</li><li>Send <b>first group</b> of IRFs w/PC feedback to GARP Liaison (for POL review)</li></ul>	PC and Reviewers Reviewers PC PC
Fri 5/3	<ul style="list-style-type: none"><li>Read <b>second group</b> of applications (Applications 4-6)</li><li>Receive POL feedback on <b>first group</b> of IRFs</li><li>Review POL feedback on <b>first group</b> and share with Reviewers</li></ul>	PC and Reviewers PC PC
Sat - Sun 5/4 - 5/5	<b>WEEKEND - no panel interaction required</b>	
Mon 5/6	<ul style="list-style-type: none"><li>Review and address PC/POL feedback in <b>first group</b> of IRFs</li><li>Revisit Mid-Review Quality Control apps for (if needed)</li><li>Send final revisions for <b>first group</b> IRFs to PC (use naming convention)</li><li>Begin assessment of <b>second group</b> of applications</li></ul>	PC and Reviewers Reviewers Reviewers
Tues 5/7	<ul style="list-style-type: none"><li>Ensure feedback is incorporated and send <b>first group</b> of <u>final</u> IRFs to GARP Liaison</li><li>Complete <b>first group</b> of Applicant Feedback Summaries and PC Notes</li><li>Complete review of <b>second group</b> of applications and send draft IRFs (via email) to PC</li><li>Prepare for panel discussion on <b>second group</b> of applications</li></ul> <b>PC Check-In Call #2 (1:00p.m. Eastern)</b>	PC Reviewers PC and Reviewers PC and CNCS Staff
Wed 5/8	<ul style="list-style-type: none"><li>Participate in panel discussion of <b>second group</b> of applications</li><li>Return to IRFs, revise to reflect changes in assessment after discussion</li><li>Review <b>second group</b>, provide feedback on CNCS standards for IRFs</li><li>Send <b>second group</b> of IRFs w/PC feedback to GARP Liaison (for POL review)</li></ul>	PC and Reviewers Reviewers PC
Thurs 5/9	<ul style="list-style-type: none"><li>Receive POL feedback on <b>second group</b> of IRFs</li><li>Review POL feedback on <b>second group</b> and share with Reviewers</li><li>Revisit Mid-Review Quality Control apps (if needed)</li></ul>	PC PC and Reviewers
Fri 5/10	<ul style="list-style-type: none"><li>Review and address PC/POL feedback in <b>second group</b> of IRFs</li><li>Send final revisions for <b>second group</b> IRFs to PC (use naming convention)</li><li>Ensure feedback is incorporated and send <b>second group</b> of <u>final</u> IRFs to GARP Liaison</li><li>Complete <b>second group</b> of Applicant Feedback Summaries and PC Notes</li><li>AFTER PC APPROVAL for eGRANTS: Begin uploading final IRFs into eGrants</li></ul>	Reviewers PC Reviewers
Sat - Sun 5/11 - 5/12	<b>WEEKEND - no panel interaction required</b>	
Mon 5/13	<ul style="list-style-type: none"><li>Continue process to conclude the review of all applications, and review products: IRFs, Applicant Feedback Summaries, PC Notes, and revisions.</li><li>Perform Quality Assurance on all work products</li><li>Complete uploading final IRFs into eGrants</li></ul> <b>PC Check-In Call #3 (1:00p.m. Eastern)</b>	PC and Reviewers Reviewers PC and CNCS Staff
Tues 5/14/2013	<ul style="list-style-type: none"><li>Submit all final work products to GARP Liaison for Check-Out</li><li>Complete Check-Out process</li></ul>	PC and Reviewers